

# Workshops

## June 2014

★ **Heber Employment Center**  
69 N. 600 W., Suite C • Heber City  
435-654-6520

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

### Job Seeking Skills

#### RESUMÉ WRITING:

|        |                  |
|--------|------------------|
| June 3 | 8:30 AM–10:00 AM |
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#### INTERVIEWING SKILLS:

|         |                  |
|---------|------------------|
| June 17 | 8:30 AM–10:00 AM |
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#### JOB SEARCHING WITH TECHNOLOGY:

|         |                  |
|---------|------------------|
| June 10 | 8:30 AM–10:00 AM |
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#### NETWORKING STRATEGIES:

|         |                  |
|---------|------------------|
| June 24 | 8:30 AM–10:00 AM |
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#### EMPLOYMENT ESSENTIALS:

|        |                  |
|--------|------------------|
| June 5 | 8:30 AM–10:30 AM |
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#### RESUMÉ WRITING:

Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

#### INTERVIEWING SKILLS:

Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**JOB SEARCHING WITH TECHNOLOGY:** Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúms. Basic computer skills required.

#### NETWORKING STRATEGIES:

Learn how to design and implement a networking plan.

**EMPLOYMENT ESSENTIALS:** Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



*Equal Opportunity Employer/Program*

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.  
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.